

SECRET
Classification

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (if a fill-in report include Form No.)						2. TYPE OF REPORT	
Weekly and Interim Reporting of Significant Activities						STATISTICAL	
						<input checked="" type="checkbox"/> NARRATIVE	
						MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL	
		LOGISTICS		<input checked="" type="checkbox"/> SECURITY		OTHER (specify)	
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)				6. DISTRIBUTION (No. of components not number of copies)	
13		Weekly				8	
7. FORMAT (memorandum, form, computer print-out, etc.)		8. ADP PROCESSING				9. DIRECTIVE AUTHORITY REQUIRING REPORT	
Memorandum		YES		IF YES GIVE ADP PROCESSING NO.		DDS	
		<input checked="" type="checkbox"/> NO					
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
OS/EPD				18 - DDS Log			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
GS-07	\$ 3.89		10 min.		\$.65		52 \$ 33.80
GS-13	8.06		45 min.		6.03		52 313.80
GS-15	11.00		15 min.		2.75		52 143.00
GS-16	12.76		10 min.		2.12		52 110.24
GS-18	17.07		05 min.		1.42		52 73.84
						\$ 674.68	
B. COSTS OF COMPUTER PRODUCED REPORTS							
FEEDER REPORTS - 18							
GS-04 thru GS-15	\$ 2.81 thru 11.00		177 hrs & 41 min.		\$288.43		52 \$14,998.36
TOTAL COSTS PER YEAR						\$15,673.04	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
<p>A report to the DDS to keep him appraised of the significant activities taking place in the area of overall security operations.</p> <p style="text-align: right;">MORI/CDE</p>							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)						25X1	
CHANGE						MAN-HOURS	
DISCONTINUE						DOLLARS	
						STAT	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION	
9 October 1970		C/Executive & Planning Division					